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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Systems Branch
Records Management Division/MS

DATE 11 MAR 55
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FROM : Chief, Personnel Security Division/SO

SUBJECT: Handbook for Subject Filing - Declassification

Reference: Memo dtd 1 Mar 55 to C/EAB from C/RSB/RMD/MS

1. In reply to your request in referenced memorandum with respect to the declassification of subject handbook for use in the Introduction Course on Filing for personnel in the Interim Assignment Branch, this is to advise that there is no security objection to the proposed use provided that the following deletions are made:

a. Delete last sentence of paragraph 1, page 1.

b. Delete parenthetical statements under the numerical designators indicated below and listed under the caption COLLECTION on page 40:

No. 2
No. 5
No. 6
No. 8

c. Delete designator No. 6 in entirety on page 43.

d. Delete parenthetical statement under caption No. 4 on page 57.

e. Delete parenthetical statement under caption No. 9 on page 58.

f. Delete parenthetical statement under caption No. 17 on page 59.

g. Delete parenthetical statement under caption No. 5 on page 66.

h. Delete reference to "safehouses" on page 99.

2. If we can be of further service in this matter, please advise.

FOR THE DIRECTOR OF SECURITY:

Enclosure
SO/JK:hp

Distribution: Orig. & 1 - Addressee
1 - EAB; 1 - Chrono.

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Chief, Employee Activity Branch
Security Office

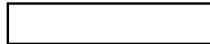
1 March 1955

Chief, Records Systems Branch
Records Management Division, NS

Handbook for Subject Filing for Training Purposes

1. The enclosed Handbook for Subject Filing is being distributed this week for Agency use. This Office and the Office of Training are developing an Introduction Course on Filing for personnel in the Interim Assignment Branch.

2. We would like the opinion of your office of what we would have to delete to downgrade the handbook for use in this course. It would be appreciated if an early answer could be obtained because much of the planning will depend on this Handbook.



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